



United States Court of Appeals for the Sixth Circuit

COURT SUPPORT CLERK

Cincinnati, OH Full-Time
\$45,552 - \$74,070 (CL 25)*

About the Court

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at: cincinnati-chamber.com and check out our awards at cincyusa.com.

The United States Courts for the Sixth Circuit is seeking a detail-oriented Court Support Clerk to join our team.

Overview of Duties

The Court Support Clerk supports the operations of the Clerk's Office. The duties of the position include the following:

- Identify case materials on docket; determine conformity with requirements; and perform quality control of documents.
- Review, evaluate, and verify accuracy of incoming electronic and physical case-related records and court documents. Docket entries into case management system. Account for dispositions of physical records while in the custody of the court of appeals. Act as contact for case-related records with chambers.
- Perform financial duties, including accept appropriate documents, inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents.
- Review attorney and pro se filers' records in case management systems. Research and resolve discrepancies. Verify re-registration, admission, and registration applicable to the case management database.
- Administer attorney admissions to practice before the court, verify attorney's authority to practice, and prepare certificate of admission, as required. Monitor the registration process. Provide assistance to attorneys with admissions process.
- Provide telephone and in person customer service; provide help desk support for case management programs; serve as a resource and respond to technical, procedural and policy questions. Assist judges and chambers as requested.
- Process incoming and outgoing mail, packages, and shipments. Accept, unpack, delivery, and inventory of supplies, equipment, and furnishings. Some physical lifting is required.
- Prepare reports, and receive, process, and docket Pre-Sentence reports.
- Provide courtroom support and preparation of materials for the court.
- Assist in inventory, management of supplies, copying, scanning, and other records management activities. Conduct requested research and report findings to management. Assist with special projects.

POSITION QUALIFICATIONS

Required: Minimum two years of clerical or data entry work experience. Excellent communication skills, strong organizational skills, and demonstrated customer service skills. Highly precise, and detailed. Professional demeanor. Ability to exercise discretion in dealing with confidential information. Ability to work under pressure and meet deadlines. Ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software. Ability to work in a team-based environment and multi-task. Solid computer skills, including proficiency with Microsoft Office applications.

Preferred: Related experience in a court, legal setting, government agency, or equivalent environment. College degree or paralegal certification. Two years of experience which relates to the processing of legal documents and/or the application of statutes and rules/regulations, and the use of legal terminology.

COMPETITIVE TOTAL REWARDS

Compensation*: \$45,552 - \$74,070 (CL 25) *Salary commensurate with qualifications

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 12 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties and how you learned of the position, and 2) current resume to the Director of Human Resources at humanresources@ca6.uscourts.gov. Position is open until filled; preference given to applications received by **April 8, 2022**.

More than one vacancy may be filled from this announcement. **Virtual interviews available.**

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.